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29 May 1952

REPORT FOR THE WEEK OF 26 - 29 MAY

To:

STATINTL

From:

1. Prepared first draft of plan for training supervisors throughout the Agency in the use of the Personnel Evaluation Report.
2. Completed details and scheduling of the new course in intelligence reporting for OSI, 9 - 13 June.
3. Conducted lecture-discussion on executive development in UTGA program at STAT
4. Submitted basic plan for a Human Resources Program as the approach to supervisory training for individuals with all levels of supervisory responsibility in this Agency.
5. Working on revised T/O for budget purposes.

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6. is preparing a basic document on the present and future space requirements for the Reading Improvement Laboratory. It will be necessary to expand considerably. I believe that the best plan will be to go to an entirely new location where the entire laboratory can be given a solid block of air-conditioned space. This must be done at once.

STAT

25 YEAR RE-REVIEW